

R&P 3210: Optional Parental Control / Book Check Out Procedure

Currituck County Schools recognizes that parents and legal guardians play an important role in guiding their minor children in the voluntary selection of materials from the school library. These optional procedures are designed for that purpose. If this form is not completed and returned to the library, students will be allowed to check out materials without parent/guardian review. These procedures do not apply to instructional materials that are a part of the standard curriculum or assigned by a classroom teacher. Concerns about such materials may be addressed pursuant to Policy 3210.

Parents or legal guardians may control the books their students check out from the library in one of three ways.

OPTION 1. Parents or legal guardians may generate a list of books the student is allowed to check out.

OPTION 2. Parents or legal guardians may generate a list of books the student is not allowed to check out.

OPTION 3. Parents or legal guardians may approve or disapprove of each book before it is checked out.
(parent/guardian email required)

Parents or legal guardians may generate a list of books for options 1 or 2 by accessing the online library catalog at <https://currituck.follettdestiny.com>. The book list can be printed and returned with this form.

For a video on how to create a book list in Destiny, or see the books the student currently has checked out, please go to: <http://www.currituck.k12.nc.us/Page/4444>

Technical assistance in using the Destiny system is available at each school library. Parents and legal guardians without Internet access may make an appointment to use school computers to access Destiny and generate book lists and/or review student book selections.

If the parent chooses option 3, the following procedures will be followed:

1. Student takes book to library staff for check out.
2. Library staff emails the title and author to the parent/legal guardian (within 24 hours). The book stays on the shelf during this time.
3. Parent/guardian responds to the email either approving or disapproving the book.
4. If the parent/guardian approves the book, library staff will contact the student and check out the book to the student. The student will not be permitted to check out the book unless and until a parent/guardian specifically approves it.

Upon receipt of this form and the applicable list (if the parent/guardian selections option 1 or 2), library staff will place a note in the student's record in Destiny. This will alert library staff to follow the appropriate procedure before the book is checked out.

Parents and legal guardians may also download, to an iPhone, iPad or an Android device, the free app, "Destiny Quest." Once the app is downloaded, parents/guardians may type in the URL above. By entering the student's ID and network password, parents/guardians may then determine which books their student has currently checked out from the library. For a printed list of all books the student has checked out, parents/guardians may email the school library media specialist.

Parents and legal guardians who wish to enroll their minor children in this program must complete and sign the form below and return it to the school's library media specialist. The form will be kept on file as a confidential student record.

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Dear Library Staff,

I choose option number _____ above for my student.

List is attached for options 1 or 2. Parent email for option 3 is: _____

I understand that library staff will keep book list in a folder on their checkout desks available to library staff. My student understands library staff will be following the procedures described above when checking out library materials that are not part of the standard curriculum or specifically assigned by a teacher.

I understand that this procedure will remain in effect so long as my student is under the age of eighteen unless and until I instruct otherwise in writing.

Parent signature _____ Date _____

Parent name (printed) _____

Student name (printed) _____ Student ID: _____